

ALBANY COUNTY

Court Supervised Treatment Program



PARTICIPANT HANDBOOK

Please note that this handbook is a living document and is subject to change at any time.

Introduction

The Albany County Court Supervised Treatment Program (Drug Court) is a Substance-Use Disorder program, which includes treatment paired with supervised probation, case management and peer support. The Program is for criminal justice involved adults struggling with substance use issues and is an alternative to incarceration.

Program Team

The Albany County Court Supervised Treatment Program (ACCSTP) team consists of the following: ACCST Judge, Director of Specialty Courts, Case Manager, Deputy County Attorney, Treatment Provider, Probation Agent, Peer Specialist, Defense Attorney, and Law Enforcement.

ACCSTP Offices

The Albany County Court Supervised Treatment Program (ACCSTP) offices are located at 605 Skyline Drive, Suite 102, Laramie, WY 82070. The main phone number is 307-721-3817. Team members at this location include the Director, Case Manager, Peer Specialist and Office Assistant.

Program Entrance Requirements

- 18 or older and a resident of Albany County
- Charged with an offense in which substance use is determined to have been a factor
- Complete application and interview (which includes a validated risk/needs assessment) with ACCSTP team
- Be identified as high risk/high need through a validated assessment tool
- Complete a substance abuse evaluation with Foundations and be recommended for a minimum of 2.1 Intensive Outpatient Treatment
- Be accepted by ACCSPT Team and sentenced to probation

Program Requirements

- Be respectful and cooperate with ACCSTP Team
- Be willing to work on identified needs through individualized case plan goals
- Show up, on time for all required appointments which include court, UA's, treatment, etc.
- Frequent substance use testing
- Attend all required substance abuse treatment
- Comply with phase requirements and probation conditions
- Participate in peer recovery
- Attend and complete cognitive behavioral programming with ACCSTP, as well as any recommended ancillary programs (parenting/budgeting, etc) and ACCSTP events
- Achieve stability in housing, employment/school and finances
- Achieve satisfactory physical health (medical, dental, vision, etc.)
- Associate with pro-social persons approved through treatment and probation
- Monthly program fee
- Comply with all other requirements not listed to include Basic Waiver Understanding & Agreement
- Program length is not less than 12 months and not more than 36 months
- **Understand this is a living document and subject to change**

Court

- ACCSTP Court is held Thursdays at 3:30pm
- Participants must be dressed appropriately for court (no jeans with holes, shorts, t-shirts, flip-flops, no drug/alcohol advertising etc.)

Treatment

- Outpatient substance abuse treatment will be completed with Foundations Counseling located at 605 Skyline Drive, Suite 101. This will include 2.1 Intensive Outpatient, Aftercare and Individual.
- Should an increase in treatment be recommended, which includes residential treatment, support will be provided by ACCSTP team in application, entrance, progress and completion of such program.
- Placement in a detox or residential/inpatient facility will be the financial responsibility of the Participant

Cognitive Behavioral Programing

- Will work to develop strategies through social skills and problem-solving tools that will support pro-social day to day interactions. Participant will complete Thinking for a Change facilitated by ACCSTP staff.

Drug Testing

- Daily check in required through Reconnect Community by phone at 307-317-4607 and individual PIN number or through the Reconnect Community App
- Check in must be completed every day.
- **Monday-Friday** check in between **8:30am and 6:00pm** (testing starting at 9:00am)
- **Saturday & Sunday** check in between **8:30am-2:00pm** (testing starting at 9:00am)
- If required to provide a urinalysis, a sample **MUST** be submitted within one (1) hour of check in at Grand Avenue Urgent Care, 3236 E. Grand Avenue, Suite D
- Urinalysis will be witnessed by same sex collector at Grand Avenue Urgent Care
- Oral, Breath and Urinalysis tests may also be collected by ACCSTP Team members
- Minimum of eight (8) tests per month

Probation/Supervision

- Probation is supervised by an assigned Agent with Wyoming Department of Corrections (WDOC) per their policies and procedures
- Probation will include office visits, home visits, substance use testing, compliance inspections, searches, etc.
- WDOC is located at 2020 Grand Avenue, Suite 390, Laramie, WY 82070, phone is 307-742-2451

Prescription Medication

- Verification of ANY valid prescription medication must be provided to the Probation Agent within 24 hours
- Verification can include the written prescription, the medication information from the pharmacy with name, date, prescriber and medication or the medication with valid pharmacy label
- Certain medications (opiates, amphetamines, benzodiazepines, etc.) must be staffed with ACCSTP Case Manager and Participant must inform Doctor/Prescriber of addiction history prior to filling/taking them
- Probation MUST be notified if Participant stops taking medication per the prescription
- Medications are required to be taken as prescribed and any “extra” medication of opiates, amphetamines, benzodiazepines, etc. will be turned into the Prescription Medication drop located at the Albany County Detention Center lobby within 3 days of discontinued use by Participant and witnessed by an ACCSTP team member

Incentive/Sanction/Therapeutic Intervention

- Positive progress can result in individualized incentives
 - **Incentives** may include, but are not limited to; verbal praise from the Judge, recognition in court, certificates, extended privileges (such as curfew, schedule, out of county travel) and gift cards.

- Decisions to not meet program requirements will result in individualized sanctions
 - **Sanctions** may include, but are not limited to; verbal reprimands, written assignments, increased court appearances, community service, a weekly schedule, electronic monitoring (paid for by participant), jail sanctions and termination from ACCSTP which may result in revocation of probation

- Therapeutic Interventions
 - Lapses or Relapses of substances (drugs, alcohol, prohibited substances) will result in an adjustment in treatment. This can include increased individual sessions, increased group sessions and/or an increase in treatment level recommendation (2.1 Intensive Outpatient Treatment up to placement in a 3.5 High Intensity Residential Treatment program). Any residential treatment program will be the participants financial responsibility

Fees

- \$75.00 per month participation fee is required starting in Phase 2
- Fees are used to pay for substance use testing supplies and costs, along with other operating costs of ACCSTP
- Fees are paid either in person, by appointment (exact cash or check) to the Case Manager or Office Assistant, or can be paid online through the Albany County Website under the Court Supervised Treatment Program

Transportation

- UWYO Bus- Free <https://www.uwyo.edu/tps/transit/>
- Laramie Connections- Free <https://www.laramieconnections.com/booking-calendar>
- Laramie Taxi- (307) 761-9891. Operates 24/7
\$3 pick up, \$5 per mile, \$1 wait fee after 5 minutes
- Snowy Range Taxi- (307) 343-2323
Limited days/hours. \$13 flat rate in Laramie (up to 5 miles), \$1 per mile after, \$6 per 5 minutes wait time
- Bird Scooters- monthly and distance fees apply

Infection Disease Policy

- Any diagnosis of an infection disease (Covid-19, Flu, etc.) MUST be reported to the Case Manager immediately upon notification to Participant.
- Any DIRECT exposure of Participant to someone diagnosed with Covid 19 must be reported to Case Manager immediately
- Compliance with CDC Guidelines will be adhered to regarding any ACCSTP required events (court, treatment, UA's, etc.)
- Medical/Doctor restriction of any activities (work, school, etc.) must have written verification from the medical professional and this will be provided from Participant to Case Manager and Probation

Completion of the Program

- Upon completion, participant will receive a certificate showing successful completion
- Failure to complete the program will result in the Participant returning to their original sentencing court for possible imposition of underlying sentence
- Status of supervised probation remains with WDOC per their policies and procedures

Phase 1- Stabilization

- Orientation with Case Manager/ Peer Specialist (sign enrollment paperwork, begin drug testing, weekly schedule, etc.)
- Sign up with WDOC Probation Agent
- Meet ACCSTP Judge and team
- Begin Intensive Outpatient Treatment with Foundations. Groups are held Monday, Wednesday and Thursday from 5:30pm to 8:30pm. Individual appointment as directed.
- Begin daily check in and substance use testing
- Court Thursdays at 3:30pm at the Albany County Courthouse, 525 Grand Avenue
- Weekly schedules submitted on Mondays to WDOC between 8:00am-4:00pm
- Case Management- begin search for employment/school/community service (if needed) and search for stable, affordable housing
- Curfew 9:00pm – 6:00am
- Violation free for 14 days before applying to Phase 2 (includes clean drug screens)
- Minimum of 4 weeks (*based on achieving stability with job search, housing and showing up for all appointments*)

Phase 2

- Court on 1st and 3rd Thursdays
- Attend IOP with Foundations on Monday, Wednesday and Thursdays from 5:30pm-8:30pm. If treatment milestones are met, may transition to weekly Aftercare and begin weekly cognitive behavioral therapy
- Daily check in for UA and testing as directed
- Meet with Case Manager, Probation Agent and Peer Specialist as directed
- Start to build peer recovery network by attending 1 peer recovery meeting per week (Smart Recovery, AA, NA) or an approved sober weekly activity with peers which includes CST required sober events and submit verification weekly
- Attend minimum of 1 budget meeting with Foundations
- Identify any ancillary programs that will need to be completed during program
- 30 + hours per week of work/school/volunteer
- Curfew 10:00pm – 6:00am
- Monthly \$75 program fee
- 30 days violation free before applying to P3
- Minimum of 12 weeks

Phase 3

- Court on the 2nd Thursday of every month
- Complete IOP (if not done in P2) with Foundations and transition to weekly Aftercare, based on treatment milestones
- Daily check in for UA and testing as directed
- Meet with Case Manager, Probation Agent and Peer Specialist as directed
- Attend weekly cognitive behavioral therapy
- Attend any ancillary programs
- Maintain peer recovery support by attending 1 peer recovery meeting per week (this includes CST required sober events) with verification provided
- Project- Lead a topic of choice at Aftercare
- 30 + hours per week of work/school/volunteer
- Curfew 11:00pm – 6:00am
- 30 days violation free before applying to P4
- Minimum of 12 weeks

Phase 4

- Court on the 4th Thursday of every month
- Attend weekly Aftercare with Foundations
- Attend weekly cognitive behavioral program
- Meet with Case Manager, Probation Agent, Peer Specialist as directed
- 30 + hours per week of work/school/volunteer
- Daily check in for UA and testing as directed
- Maintain peer recovery support by attending 1 peer recovery meeting per week with verification provided
- Project: Organize and facilitating a sober social CST event with Peer Specialist or organize/lead an approved weekly peer support group (Other ideas can be approved by Director)
- Curfew 12:00am – 6:00am
- 30 days violation free before applying for Phase 5
- Minimum of 12 weeks

Phase 5

- Court attendance every 2 months (first Thursday)
- Attend weekly Aftercare with Foundations and cognitive behavioral program
- Daily check in for UA's and testing as directed
- Maintain peer recovery support by attending 2 peer recovery meetings per month with verification provided
- Project- Organize and facilitate a volunteer event for a non-profit agency in the community (Other ideas can be approved by Director)
- Engage in a new Participant Orientation
- 30 + hours per week of work/school/
Volunteer
- 30 days violation free before applying for Graduation
- 120 days sobriety before Graduation
- Minimum of 16 weeks (**if 3 or less technical violations during Phase 2-Phase 5 can apply for Graduation four (4) weeks early

Graduation!!

- Completed all required treatment with Foundations.
- Completed Cognitive Behavioral program
- Presented relapse prevention plan to team
- Compliant with Probation (restitution, reporting, etc.)
- Monthly program fees paid in full

Participant Rights

No ACCSTP participant will be denied services or discriminated against on the basis of sex, race, color, creed, sexual orientation, handicap, or age in accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 USC 2000d, Title XI of the Education amendments of 1972, 20 USC 1681-1686 and s. 504 of the Rehabilitation Act of 1973, as amended, 29 USC 794, and the Americans with Disabilities Act of 1990, as amended, 42 USC 12101-12213.

ACCSTP services will be available and accessible for all participants regardless of cultural background, criminal history, drug of choice, and medical status among other factors. However, the ACCSTP also adheres to Federal Standards that prohibits violent based offenses including sexually based offenses.

The ACCSTP is voluntary, you have the right to not attend treatment or other programming; however, you will be subject to the consequences of the court.

ACCSTP participant records are protected under the Federal Confidentiality Regulations FEDERAL LAW (42CFR, Part 2) and (45 CFR, Part 160 and 164) and cannot be disclosed without written permission. Participants have the right to revoke consent for disclosure in writing at any time, except to the extent that action has been taken. Participant do not have the right to revoke consent for disclosure to the court.

Grievance Procedure

If conflicts arise between participants and ACCSTP Team members, the Program will make every effort to aid in conflict resolution, using the following process:

- a. The participant shall notify the Director and then participant must contact the person with whom they have the grievance and attempt resolution.
- b. If the issue is unresolved a Participant Grievance Form must be completed by the participant and submitted to the Director. An attempt will be made to resolve the issue at this level. The supervisor of the involved team member will be notified and a copy of the form will be submitted to them.
- c. In the event grievance is not resolved within the agency, the Participant Grievance Form will be submitted to the Judge within seven (7) business days. Upon receipt the Judge will review the Grievance Form within five (5) business days and attempt to reach a resolution.
- d. Involved parties shall be informed of the progress and results of the grievance at each level of the proceeding in a timely manner. The participant may be required to attend the next scheduled program team staffing to discuss resolution.
- e. Upon conclusion of, and within five (5) working days of the decision, the Judge shall forward a written notification in the matter to those parties involved. The resolution will be written on the Client Grievance Form which will then be filed permanently within the Director's office.
- f. If the participant is not satisfied with the results of this process, they can make a formal complaint in writing to the Wyoming Department of Health, Behavioral Health Division.

